



CITY OF ATLANTA

Application Package for the Housing Opportunities For Persons With AIDS (HOPWA) Program Year 2004

General Instructions

**Application Deadline
May 19, 2003
4:00 PM**

The HOPWA Program is regulated by the U.S. Department of Housing and Urban Development (HUD) and is designed to provide States and localities with resources and incentives to devise long-term comprehensive strategies for meeting the housing needs of persons with acquired immunodeficiency syndrome or related diseases and their families.

For more information contact:
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City of Atlanta

2004 Housing Opportunities For Persons With AIDS (HOPWA) Program

A. Introduction

The HOPWA program is one of four programs funded by the federal Department of Housing and Urban Development (HUD) as part of the City of Atlanta's Consolidated Plan. The HOPWA program is intended to provide resources to meet the housing needs of low-income persons living with HIV/AIDS and their families in metropolitan Atlanta.

The City anticipates HOPWA continuation funding in the amount of approximately \$3.8 million. The actual award for 2004 will not be known until December 2003. In addition to its regular entitlement grant, the Atlanta area 2003 program received a one-time bonus of \$3.3 million. A portion of the bonus was used to fund current 2003 projects and 3% of the bonus will fund program administration. Approximately \$2.5 million of this bonus will be available for allocation to projects during this application process.

The City collaborates with the Community Development offices of the City of Marietta, Cobb County, DeKalb County, Fulton County, Gwinnett County and the Metropolitan Atlanta HIV Health Services Planning Council in the development of the HOPWA program planning strategies, funding policies and allocations. Although the HOPWA funds are intended for use throughout a 20-county metropolitan Atlanta area, the City of Atlanta is the metro area's designated grantee and is responsible for final decisions regarding the HOPWA Program.

The following criteria for funding reflect policies, guidelines, and requirements of 24 CFR, 574 Housing Opportunities for Persons with AIDS, as well as OMB Circulars Nos. A-110 and A-122 that apply with respect to the acceptance and use of funds under the program by private non-profit entities. Copies of the HOPWA regulations and OMB Circulars are available online @ www.whitehouse.gov/omb/circulars or from the Office of Grants Management (404-330-6112).

B. Applicant Eligibility Criteria

New applicants: With the exception of other government entities, any applicant not currently funded in the HOPWA Program must meet the following pre-qualifications and submit the supporting documentation at the time of application:

1. Current nonprofit 501(C) (3) certification or tax exempt status from the Internal Revenue Service, for at least 2 full years, or equivalent operating experience under another nonprofit entity which meets this criterion, or be a governmental entity.
2. Current Certification of Incorporation from the Secretary of State, verifying that the applicant is licensed to do business in the State of Georgia and the corporation by-laws.
3. Current Corporate By Laws
4. Description of agency (or principal staff) experience of no less than 12 months in an area directly related to the proposed activity, or partnership agreement with nonprofit with such experience.
5. Copy of independent financial 2002 audit if agency's fiscal year ended in June 2002; 2001 if fiscal year ended in September or December 31, 2002.
6. Written financial management policies and procedures.

Currently HOPWA-funded applicants must meet the following standards:

1. Agency must be in compliance with all terms of their most recent HOPWA contract.
2. Agency must not have any unresolved HUD or City monitoring findings or independent audit findings related to laws or regulations of federal, state and local governments.
3. Agency must submit an independent audit for 2002 if fiscal year ended in June 2002; 2001 if fiscal year ended in September or December 2002.

C. Population Eligibility Criteria

Organizations must serve low-income HIV+ residents in one or more of the 20-county eligible metropolitan statistical area (EMSA) listed below:

Barrow	Cobb	Forsyth	Paulding
Bartow	Coweta	Fulton	Pickens
Carroll	DeKalb	Gwinnett	Rockdale
Cherokee	Douglas	Henry	Spalding
Clayton	Fayette	Newton	Walton

Counties shown in bold type have the highest incidence of cumulative cases of AIDS as reported to the CDC.

D. Eligible Project Activities

HOPWA-eligible activities include, but are not limited to, housing, acquisition, rehabilitation, new construction, rental assistance (including shared housing), homelessness prevention, supportive services, general case management, housing operating subsidies, technical assistance, and administration (limited to 7%). All activities must relate to an eligible individual's ability to access or maintain affordable housing.

Important Note: HUD recently revised the format for describing and budgeting HOPWA eligible activities so that the use of HOPWA and program accomplishments can be reported to Congress more accurately. Descriptions and budgets for proposed projects should be organized by the new activity categories. Projects may be comprised of one or more of the five major activity groups. Please bear in mind, however, that if funded, project contracts will be structured and funds will have to be drawn from a separate account for each of the major activities. It is important that applicants take the time to visualize what will be required to track and report project expenditures by these categories. It is recommended that projected project costs be simplified as much as possible in the HOPWA funding request.

1. Facility Based Housing includes costs associated with property acquisition or leasing, new construction, rehabilitation, and operating costs for a housing facility. Operating costs might include utilities, on-site property management, maintenance or repairs, security and supplies related to property upkeep.

2. Facility Based Non-Housing includes operating costs related to the provision of a scattered site housing activity or support service not located in a housing facility. Such costs might include office space rental and utilities, telecommunications, office supplies and other expenses associated with providing housing assistance or related services.

3. Scattered Site Housing refers to two types of housing assistance.

- **Tenant based rent assistance** rent subsidies for low-income HIV/AIDS affected individuals and their families. Applicable terms/conditions for the provision of rent assistance may be found in Housing Opportunities for Persons with AIDS 24 CFR 574.320 Additional standards for rental assistance.
- **Short-term rent, mortgage and utility assistance** temporary payments made to prevent homelessness. Applicable terms/conditions for the provision of short-term assistance may be found in Notice CPD-02-09 Standards for Short-term Rent, Mortgage, and/or Utility Assistance (STRMU)

Copies of the HOPWA Program regulations and Standards for Short-term assistance are available from the Office of Grants Management (404-330-6112).

4. Administration, Housing Information, Resource Identification in this funding cycle are described as follows:

- Administrative expenses for project sponsors are limited to no more than 7% of the grant amount. Administrative costs include agency management, accounting, bookkeeping, payroll, either contracted or provided by staff and independent audit. Fund raising is not an allowable cost for a federal grant. A project that received a grant in the amount of \$100,000 would be allowed to use up to \$7,000 for administrative costs.
- Housing information services will not be funded as a separate activity in this application cycle. Most projects provide housing information as a component of other services and it is not possible to break out costs separately.
- Resource Identification relates to HOPWA housing project development and will not be funded as a separate activity in this application cycle. Participation in HUD sponsored training will be allowed in this category and would not be counted as an administrative cost. No other out-of-state travel will be approved.

5. Support Services

HOPWA regulations outline eligible supportive services as follows: “including but not limited to health, mental health, assessment, permanent housing placement, drug and alcohol abuse treatment and counseling, day care, personal assistance nutritional services, intensive care when required, and assistance in gaining access to local, State and Federal government benefits and services, except that health services may only be provided to individuals with HIV/ AIDS or related diseases and not to family members of these individuals.”

The support service categories listed in the application forms are the summary categories that appear in HUD reporting documents. Support service activities can be the primary activity of a project or activities

associated with the provision of support to residents of a housing facility or participants in a housing assistance program. Costs should be limited to major expense categories.

Direct client assistance such as MARTA tokens or emergency placement of a homeless person or family in suitable shelter should be described as a support service and included in support services.

Pathways Information System: Continuing HOPWA projects are encouraged to participate in the HUD endorsed and State DCA supported Pathways Information System. HOPWA will fund start-up expenses for participants in the Pathways program provided agency includes in the application a letter of agreement with Pathways, Inc. approval by the agency Board of Directors and a proposed timetable for implementation. Cost may include purchase of equipment, software, staff training, DSL connection and 12 months of DSL and Pathways fees.

Limitations on the Use of HOPWA Funds

1. Projects funded must be able to document HIV status and income eligibility of beneficiaries of the HOPWA Program.
2. Programs funded must demonstrate a direct relationship to housing as follows:
 - Activities actually provide housing for low-income clients with a diagnosis of HIV/AIDS, or
 - Activities result in low-income HIV+ clients becoming housed (i.e. project should be able to demonstrate that clients are housed as a direct result of their activities), or
 - Activities enable low-income HIV+ clients to remain housed and prevent homelessness (i.e. project should be able to demonstrate that clients would have become homeless without these intervening activities).
3. No more than 7% of any HOPWA grant can be spent on program administration costs (e.g. administrative salaries/benefits and administrative office supplies, contracted audits, bookkeeping and payroll services, etc.).
4. Federal regulations require that all facilities and/or services assisted with HOPWA funds be accessible to people with physical disabilities whenever feasible.

E. HOPWA Program Policies and Priorities

The Atlanta EMSA HIV/AIDS Housing Plan (Housing Plan), adopted by the Metro Atlanta HIV Health Services Planning Council (Planning Council) in March, 1998 and updated in Fall, 1999, reflects the housing and service needs of people living with HIV/AIDS, which guided the adoption of priorities and strategies to address these needs.

The Housing Plan was developed through a community-based planning effort that incorporated the input of interested community members, including people living with HIV/AIDS, representatives from AIDS service and housing organizations, housing developers, members of local government agencies, and members of the general public. A steering committee composed of representatives from the major jurisdictions in the EMSA, housing and homelessness organizations, Ryan White Program and City of Atlanta HOPWA staff guided the needs assessment and planning process.

As part of the City of Atlanta's 2000-2004 Consolidated Plan, the following primary objectives guiding the HOPWA program funding decisions are to:

1. Increase permanent housing options for persons living with HIV/AIDS:

- Continue efforts to identify permanent housing solutions for persons who have multiple-diagnoses (e.g. mental illness and substance abuse) and AIDS disabled individuals and families with children.
- ♦ Provide long-term rental assistance and support for persons capable of moving from permanent supportive housing programs to independent living arrangements.

2. Strengthen and preserve HIV/AIDS housing units:

- ♦ Assist existing HIV/AIDS housing programs to maintain and enhance the quality of their facilities and operations in compliance with HIV/AIDS Housing Standards of Care.
- ♦ By 2004 shift a higher percentage of funds to housing programs with decreased funding to support services not directly related to housing. Projects seeking funding for support services should demonstrate success in enabling persons living with HIV/AIDS to either:
 - Locate and access safe, affordable housing,
 - Remain in their existing housing and prevent homelessness and/or,
 - Secure services needed to maintain adequate housing.

F. Application Submission Instructions and Deadline

Application forms (if not attached to these guidelines) can be obtained from the City of Atlanta, Office of Grants Management, located at the City Hall, 68 Mitchell Street, Suite 15100 between the hours of 9:00 AM and 4:00 PM. Applications are available via email and will be posted on the Web, www.ci.atlanta.ga.us and at <http://www.tri-j.net/> (click on Funding Opportunities, 2004 HOPWA). To obtain a copy of the application and/or technical assistance with completing the application correctly, call Mary Leslie in the Office of Grants Management (404) 330-6112 Ext. 5069 between the hours of 9:00 AM and 4:00 PM Monday through Friday. Email address is mleslie@ci.atlanta.ga.us. The Office of Grants Management TDD number is (404) 658-7182 for persons with hearing impairments.

Form I- Continuing Project Proposal for Currently Funded Projects: Applicants requesting funding for continuation of projects currently funded by HOPWA must use Form I. Applicants proposing an expansion of the number to be housed or served under currently-funded projects may use Form I. Please include an explanation of how the need for the expansion was determined and the basis for the estimated additional costs.

Form II- New Project Proposal: Applicants requesting funding for projects not currently funded in the HOPWA program must use Form II New Project Proposal. The new project forms are organized as follows:

Part 1. All applicants complete Form II Part A General Information.

Part 2 New Capital Housing Development Applicants requesting funding for new capital projects must complete also Part 2. For the purpose of this application, new capital housing development is defined as the acquisition of land, building (s), new construction, renovation of a structure for use as housing or

rehabilitation of housing units that will benefit HOPWA eligible persons. Unless the project will serve exclusively HOPWA eligible clients, the HOPWA share of total development costs cannot exceed the HOPWA share of dedicated units or HOPWA eligible persons to be housed. Applicants also requesting funding for project operation and services should complete Part 3. Operating and/or support service costs.

Part 3. Operating and/or support service costs of proposed new project. Applicants requesting operating costs for new or existing facilities or support services.

Part 4. HOPWA Application Completeness Checklist must be completed and signed by all applicants.

G. The Proposal Evaluation and Selection Process

1. Application Evaluation

Applications are evaluated on a number of factors, including eligibility, availability of funds, validation of need for the proposed activities, HUD restrictions, adopted HOPWA priorities and policies, project feasibility, zoning, impact, implementation timing, and agency capacity. During the review period, applicants may be asked to provide additional information or clarification of their proposals as needed. Each proposed project is rated on the merits of the application using criteria for fiscal management/resources, project management capacity, HOPWA priorities addressed, program cost/benefit, and additional criteria for capital projects. Proposed HOPWA-continuation projects are also judged on the previous years' project performance. The evaluation criteria are heavily weighted in favor of well-performing programs that prevent homelessness, provide and maintain housing stability, and can demonstrate that the support provided is essential for persons participating in HIV housing programs.

2. Matching Resources

Applications that provide verifiable documentation that at least 50% of the total cost of the proposed HOPWA project will be provided by other cash resources will receive a higher rank in the evaluation process than projects having less or no match. (Refer to ranking form included in the package.)

(Note: HOPWA regulations do not require a match but HUD requires the City to report matching funds for housing projects.)

3. Citizen Review

All applications for federal funding are subject to review by the City of Atlanta and the general public.

Proposals/and or summaries of the proposals in the City of Atlanta are shared with Neighborhood Planning Units (NPU), other City departments as applicable and public hearings. Proposals for projects located outside the City limits of Atlanta are shared with the appropriate city and/or county.

- **For Applicants Whose Projects are Located in the City of Atlanta**

Summary information on *Citywide* proposed activities is submitted (for review and comments) to the Atlanta Planning and Advisory Board, which is made up of representatives from every Neighborhood Planning Unit (NPU) in the City. *Site-specific* projects within a City district are presented to the affected NPUs, which may require an agency presentation and discussion of the proposed activities at one or more of the NPU monthly meetings.

The City Bureau of Planning will notify applicants if becomes necessary to discuss their proposals with the NPU.

- **For Applicants Whose Projects are Located in Jurisdictions Outside the City of Atlanta**

All applicants for proposed **new** projects outside the city limits of Atlanta must get a Certificate of Consistency the Consolidated Plan for the appropriate area. These may be obtained by contacting the county Community Development office.

4. Project Approval Process

City of Atlanta Executive Branch will develop recommendations of funding levels with input from staff, citizens, the other local participating jurisdictions, and the HIV Planning Council. Recommendations will then be submitted to the Atlanta City Council Community Development Committee, which will hold a public hearing on all Consolidated Plan proposed program allocations. Applicants will be notified of the time and place for this public hearing, which is tentatively scheduled for October 13, 2003. The Committee will finalize its recommendations in October. The City Council will take final action on the Consolidated Plan recommendations in November 2003.

H. HUD Grant Approval and Contracting Processes

The City's HOPWA Program plan will be submitted in early November 2003 to HUD, which has its own review and approval period. Just prior to the start of HUD's program year (January 1), the City of Atlanta will receive notification of the 2004 Entitlement Grant appropriation. If the 2004 appropriation is equal to (or greater than) the 2003 basic funding level, then the City of Atlanta will proceed with executing contracts with agencies approved for funding. Currently and previously HOPWA-funded agencies approved for funding must meet the following requirements prior to grant approval and/or contract execution.

1. Agency must be in compliance with all terms of their previous year's HOPWA contract requirements.
2. Agency must not have any unresolved HUD or City monitoring findings.

I. Commonly Asked Questions

Q. How can I get help to complete my application correctly?

A. For technical assistance call Mary Leslie in the Office of Grants Management **(404) 330-6112 Ext. 5069** between the hours of 9:00 AM and 4:00 PM Monday through Friday. The Office of Grants Management TDD number is (404) 658-7182 for persons with hearing impairments.

Q. What if I don't have all the information requested in the application?

A. Complete every question in some way. If the requested information is not available, state that it is not available, problems that prevent the provision of the requested information and when it will be available. Failure to submit specified documentation may result in the application being disqualified.

Q. Who needs to submit an audit with the application? Can a yearly financial statement be submitted instead?

A. Every organization, that is a legally incorporated non-profit entity, should have an annual independent audit performed. Applicants who receive more than \$300,000 in federal or federally derived funding are required to submit an A-133 compliant audit. A financial statement is not an acceptable submission substitute for an audit.

A copy of the organization's most recent audit should be submitted, 2001 if the agency's fiscal year ended in September or December; 2002 if agency's fiscal year ended in June 2002. Government agencies are not required to submit an audit with the application.

Q. How many copies of the application, appendices and attachments does the City need?

- A.** Submit one signed-original complete application, which includes all attached additional pages and required attachments. Submit 4 copies of the application without the attachments. One set of attachments related to the applicant's organization including the audit is required per agency.

Q. When are the applications due? Do I have to wait for the May 19, 2003 deadline?

- A.** The City of Atlanta accepts proposals at any time, but only those proposals submitted by the 4:00 PM on May 19, 2003 deadline will be considered in the annual funding competition.

For additional information about the HOPWA Program or questions about the application package, call Mary Leslie in the City of Atlanta Office of Grants Management at 404-330-6112 at extension 5069.